

MEMORANDUM FOR: Director of Communications

21 July 1955

SUBJECT : Request for Special Cable Delivery

25X1A

25X1A 1. For purposes of a sensitive project, which I have previously discussed with you, I should like to request cable delivery directly from the Signal Center to the Project Headquarters, 2210 E Street, N.W. I understand that [] Chief of the Signal Center, is organizing a small staff of nine specially cleared men to handle and deliver particularly sensitive traffic, and that this special center will be manned on a 24 hour-a-day basis. Such a procedure would be most welcome for this project in order to preserve limited knowledgeability among Agency personnel.

2. To assist your office in arranging this service, I shall outline below the procedures as I presently understand them, although some modifications and additions will undoubtedly be needed.

a. Incoming Cables

(1) Delivery will be made four times daily on a schedule yet to be arranged to the Project Headquarters, Room 301, 2210 E Street, N.W.

(2) Two archive copies will be deposited according to regular procedures by the Signal Center.

(3) The Project Headquarters will receive three copies of each cable. For your information, they will distribute these cables as follows:

DCI and/or DDCI - when advisable
SA/PC/DCI - central file of all cables at 2210 E Street
Action Copy - to appropriate Project Officer

25X1A (4) The C/OPS, [] will probably also receive some information copies under an agreement which I shall arrange in the near future. For the present, please do not make this sixth copy.

(5) For the foreseeable future no cables will be broken out by the Signal Center. When copies are forwarded to the Director's Office by the project staff, they will be broken out by the Project Headquarters.

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(6) Cables will be slugged RYBAT [redacted] if the originator 25X1A considers them of interest to the DCI, or RYBAT [redacted] in all other instances. Our field units will also be instructed to slug cables for action, e.g. Ops, Admin, etc., where applicable, to assist the Project Headquarters in handling the traffic. 25X1A

(7) For the present all cables will be from ZI stations. However, by mid-spring I anticipate we will also have traffic from overseas. At that time [redacted] the Project Communications Officer, and [redacted] will need to make the necessary arrangements. 25X1A

(8) The following Action Officers have been designated in the Project Headquarters for urgent or emergency cables: 25X1A

Admin. Mr. James A. Cunningham, jr. [redacted] 25X1A

Ops.

Security

Commo.

b. Outgoing Cables

(1) The following individuals are designated as releasing officers for outgoing cables:

Richard M. Bissell, jr.

Herbert I. Miller

James A. Cunningham, jr.

25X1A

It is anticipated that additional releasing officers will be designated as required. Mr. Cunningham and [redacted] may designate deputies with authority to sign for them in their absence from Project Headquarters. 25X1A

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(2) By separate administrative instruction, of which a copy will be furnished you, the responsibility of releasing officers for coordination of outgoing cables will be defined, but it is understood that the Signal Center has no responsibility for ensuring that proper coordination has been carried out.

(3) Mr. Cunningham will maintain the central file of outgoing cables and copies of all cables by whomever released should be promptly forwarded to and maintained in that file.

(4) Cables to be sent will be given to the Signal Center courier on his regular stops at the Project Headquarters or will be brought to the Signal Center by our courier if urgent.

(5) I understand that knowledgeability will be restricted to the same nine persons in both sending and receiving cables.

SIGNED

RICHARD M. BISSELL, JR.
Special Assistant to the Director
for Planning and Coordination

4 Attachments

Specimen Signature Cards
for Messrs. Bissell, Miller,
 and Cunningham

DDA:hm(18 Jul 55)

Rewritten:SA/FC/DCI:RMB:ajm(21 Jul 55)

1 & 2 - Forwarded

✓ 3-RMB Chrono

4-

5-Project Subject - Cable Procedures

6-Project Chrono

7-Project Reading

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments